

THE STATE OF WYOMING

JIM GERINGER
GOVERNOR

Department of Environmental Quality
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MEMORANDUM

TO: All Interested Parties

FROM: Phil Ogle /s/Phil Ogle
Nonpoint Source Implementation Coordinator

DATE: June 20, 1997

RE: Request for Proposals for 1998 Nonpoint Source Pollution Control (Section 319) Funds

DUE DATE: AUGUST 29, 1997

Nonpoint source pollution is that pollution which results from runoff of contaminants into surface waters or percolation of contaminants into groundwater. It is generally associated with human land disturbing activities such as urban development, construction, agriculture, recreation, silviculture, mineral exploration, etc. Under Section 319 of the federal Clean Water Act, funds can be made available to State and local agencies, non profit organizations, and private individuals to address nonpoint source pollution problems.

Nonpoint source funds are available each year on a competitive basis. Funds are awarded as reimbursement grants, meaning that funds can be issued to the recipient only after proof of expenditure on eligible costs identified in an approved project plan. All proposals submitted for these funds must identify at least 40% non-federal cash or in-kind services match.

Attached are the guidelines for submitting project proposals for FY-98 Section 319 funds. Project proposals must conform to the guidelines and utilize the attached forms and format in order to be eligible for funding. There are three standard categories of project proposals, each with its own set of guidelines. These categories are: Watershed, Information & Education, and Groundwater. For FY 98, a fourth category has been allowed that will permit the use of a percentage of 319 funds for assessment activities. Applicants must follow the format and provide information as outlined for the type of project proposed. Projects may be short or long term, but funding cannot be extended beyond four years. Landowners and operators receiving 319 funded cost sharing must practice nutrient and pesticide management consistent with the NRC S's Field Office Technical Guide or other appropriate standards to be eligible.

The Wyoming Nonpoint Source Task Force, appointed by the Governor, will review the project proposals and make recommendations for funding to the Department of Environmental Quality. The Department will submit priority projects meeting the criteria to the Environmental Protection Agency (EPA) for concurrence and comment. Project proposals ranked to receive EPA funds must then be detailed in a Project Implementation Plan for approval prior to receiving grant funds. Award of funds should not be anticipated prior to March, 1998. It is anticipated that the State of Wyoming may receive over \$600,000 for nonpoint source projects.

Persons wishing to apply for funding should contact the Water Quality Division, Nonpoint Source (NPS) Program at (307) 777-7781 as soon as possible. Twenty minutes will be allowed each project proponent for a presentation before the Task Force during the meeting scheduled for September 18 and 19, 1997. An agenda with times and location will be established as soon as all proposals are received.

Project proposals must meet the following criteria in order to be considered for funding:

1. Proposals must be received by the Wyoming Department of Environmental Quality, Water Quality Division, Herschler Building, 4th Floor West, Cheyenne, WY 82002, Attention Phil Ogle, by close of business (5:00 p.m.), AUGUST 29, 1997. No consideration will be given to FAX copies or to proposals received after the deadline. Ensure that enough time is allowed for postal service delivery on or before the deadline.
2. Project narrative must be eight pages or less. Budget forms, maps, milestone tables, and the project summary sheet are not included in the eight pages, but rather are in addition to the eight page narrative.
3. Incomplete packages can not be considered for funding. If all information is not available for a requested content item, the proposal must describe how the needed information will be collected and used. An explanation should be provided for items that are not applicable to the particular proposed project.
4. Fourteen copies of the proposal must be submitted. One copy must be unbound and single-sided. The remaining copies should be double-sided. Proposals should be submitted on recycled paper. Note: All pages of the proposal must be on 8.5" x 11" paper. If colored or larger sized maps are submitted with the proposal, an additional 5 copies of the maps must be included with the application. The same applies to tables on paper larger than 8.5" x 11".
5. If project administration, including indirect costs, is being requested for funding or use as match, it must be included as a separate task in the proposal, and must not exceed 10% of the total project cost. Administrative costs must be accounted for and documented separate from other project work activities.
6. If the project is going to utilize funds or staff contributed by other agencies or organizations, written commitments must be included with the proposal documenting the amount of money and/or the number of hours of effort expected from those agencies. We cannot award the subgrant until written commitments are received from all supporting agencies/organizations identified in the proposal.
7. Mileage expenses may fl-L be reimbursed at a rate greater than S.28 per mile.
8. The proposed budget must have a minimum match of 40% non-federal resources. However, any agreement signed as a result of this request may require a higher rate based on the respondent's proposed budget, negotiations, and DEQ & EPA approval. Matching funds or in-kind services utilized to meet the 40% match must be clearly identified as non-federal.
9. The Department of Environmental Quality is required to report to the EPA any and all past performance by a proponent. If your organization, or any principal investigator, has received previous EPA funds through the DEQ, reports to EPA will be submitted regarding quality of the product, compliance with time schedules, and reporting. Failure to complete grant requirements in accordance with conditions of prior grant agreements may result in a negative report and a lower score in the competitive standing for funds.

The following DEQ-WQD/EPA criteria for project appropriateness must be met. Also, the proposal must follow the appropriate attached format including project summary sheet, budget, and milestone tables. The NPS Program Staff will review all proposals and indicate to the Task Force if these criteria are met or if additional work is needed for the proposed project to meet the criteria.

GENERAL CRITERIA

Demonstrated Water Quality Need -- Does the project have a water quality benefit? (Prevention of pollution in impacted or threatened waters is considered a benefit). Pollution control practices required by National Pollutant Discharge Elimination System (NPDES) or by the EPA NPDES Phase 1 storm water permit regulations may not be funded. Activities under a notice of violation or enforcement agreement under the NPDES program may not be funded.

2. State Strategy and Priority -- Does the proposed project comply with the State strategy as reflected in the NPS Management Program document and the Nonpoint Source Strategic Plan? This includes identifying impairments on a watershed basis, proactive information and education programs, implementation of BMP-s on impaired and threatened watersheds or groundwater aquifers, support for local watershed planning and implementation efforts, wellhead protection, pesticide management, and development of cost effective BMP's.
3. Project Well Planned - Is the project the most efficient and effective method to achieve the State-s water resource goals (treating the problem rather than the symptoms)? Are the objectives and tasks logically presented? Can one tell who is going to be doing what, when, where, and who is paying?
4. Program Coordination and Commitment -- Are the right entities involved in a comprehensive, integrated fashion? In order to fit the criteria of a comprehensive watershed project, the proposal must have commitment from appropriate agencies (specifically federal and State land managers in the watershed).
5. --- How will the information, measurable water resource benefits, or the project evaluation be used? How will this information be distributed to an interested public?
6. Reasonable Costs/Justifiable -- Are the proposed costs reasonable and justifiable? Can all items in the budget be found in the project description? Is 319 the appropriate source of funding for this project? If this project is the continuation of an existing project, has adequate progress been documented and reported for previous phases? Frequently, funding is requested from 319(h) to provide technical assistance from other governmental organizations (ie. NRCS, State wildlife agency) as part of a NPS project. If this request is made, an explanation should be provided to justify why the agency requires 319(h) funds to participate in the project/program.

Examples of when 319 funds can be used to support other agency personnel are:

- a. A new position is added to a field office staff to provide full-time technical assistance to a NPS project;
- b. A new position is added to the existing staff to provide time for a person with relevant skills to work on the project;
- c. The cost of detailing an existing employee to an office to provide technical or other assistance to the project. Only the costs of the detail, such as per diem and transportation, would be considered but salary would not be included.

7. Efficient/Effective Funding -. Attention should be given to the most efficient and effective use of funds. For example, streambank rip-rap may be relatively expensive and not provide additional values that may be derived from restoration techniques such as stream bank stabilization with plant materials and improved land use practices.
8. Information and Education Component - Technology transfer and education is an important component of the program. Each proposal should include a specific effort to educate the public on the results of the project and transfer technology to potential users.
9. Evaluation and Monitoring Component - Monitoring is an important component of the program. Each proposal should include an explanation of the evaluation and monitoring plan. The monitoring plan would be fully developed in the Project Implementation Plan. Information and Education proposals should include an explanation of evaluation procedures to measure success of information transfer.

FORMAT FOR WATERSHED PROJECT PROPOSALS

1.0 PROJECT PROPOSAL SUMMARY SHEET

A Project Proposal Summary page will precede each proposal. The format to be followed has been provided (Attached).

2.0 STATEMENT OF NEED

- 2.1 Describe the need for the project, the existing or potential water quality problem(s), and the NPS pollutant types. List the stream and/or aquifer water quality classification. Provide reference to the water quality priority as specified in the NPS Assessment Report and NPS Management Plan.

When an intermittent stream is involved in the project, describe the proximity of the stream to the water body being impaired and the portion of the pollutant load being contributed by the intermittent stream.

The complete stream system dynamics should be considered, particularly during the planning of in-stream or near stream activities. For example, the nature of the stream system and stream stability problems need to be understood before recommending the installation of in-stream structures for stream current deflection or habitat improvement

- 2.2 Give waterbody name and describe as a stream, lake, or reservoir. Provide other descriptive information that might be useful regarding the water resource to judge the value of the project. Examples are: flow regime; geomorphic stream classification; physical condition of the stream; lake size, trophic status. In addition, describe aquatic habitat health. There should be at least one paragraph describing baseline information with an assessment as to accuracy, precision, and value of existing data.

- 2.3 Provide map(s) showing the size of watershed and the location of the project. Include land uses, land ownership, and important water resources (including springs and major wetlands). Include information on locations of present, past, and future water sampling stations and permitted point sources.

- 2.4 Provide general information on the watershed such as topography, elevation, land ownership, land use, precipitation (with seasonal distribution), other climatic information, soils, geology, erosion rates, aquifer vulnerability, wellhead protection area, vegetation conditions, and man-made features.

Include information that is relevant to the type of watershed water quality problem. For example;

Agricultural Projects: crop types, irrigation systems, types of enterprises (cow-calf, horse, sheep), management systems, Animal Unit Months (AUMs), range condition, and trends.

Silvicultural Projects: miles of temporary and permanent roads within 100 feet of perennial drainage, acreage of timber sales within 100 feet of perennial drainage, elevation and aspect of cuts.

Urban Projects: type of urban development, acreage of various land uses such as parks, housing, industrial areas.

Mining Projects: volume, locations, and chemistry of tailings and adit discharges, and groundwater-surface water relationships.

- 2.5 Provide information that defines the type of watershed water quality problem (chemical, biological, physical/habitat). Specify the source(s) of the pollutant or cause of the environmental degradation. If chemical or sediment constituents are involved, provide loading and concentration information. If problems are related to physical/habitat decline, document the cause of the degradation. Include information on the timing of the pollution problem (e.g., storm-event related, low flow or continuous).

3.0 PROJECT DESCRIPTION

- 3.1 Describe the goal(s) for the project. Goals are broad statements linked to the project need and are achievable through measurable objectives. Goals may describe for example, BMPs to be demonstrated and why; new tools to be developed and for whom; the benefits to be derived in terms of water quality, aquatic habitat, and stream stability; and changes in public attitudes or awareness of NPS problems and solutions.
- 3.2 List and provide a narrative description of each objective and associated tasks. Objectives specify in more detail what is to be accomplished to help meet the goal. Each objective should have at least one associated task to be performed to accomplish the objective. Tasks are specific activities that include milestones, outputs, responsible parties, and costs. The following is an example of a goal, objectives, and accompanying tasks in the prescribed format.
- 3.3 Using the format furnished (Attached), provide a milestone table that lists outputs, quantities of each output, and responsible party(ies) for each task. Interim milestones need to be sufficiently frequent so that problems can be identified and corrected expeditiously. Milestones should be included for mid-year, annual, and final reports. Detailed milestones will be needed in the project implementation plan. Estimated costs for each task should be correlated with the project budget table, Section 6.0.

Goal: Improve the quality of water in Wet Creek so that it meets State water quality standards for a cold water fishery and restore the fishery to gold medal status.

Objective 1: Apply grazing management practices to 25,000 acres of rangeland, and irrigated and meadow pasture to decrease coliform and nutrient input to Wet Creek by 25 percent and increase the cutthroat trout standing crop by 100 percent

Task 1: NRCS will complete the range land and pasture condition inventories. Inventories to be completed in 4 months.

Products- Resource inventory descriptions - Inventories on aerial photo base maps

Cost - \$20,000

Task 2. NRCS and landowner will develop rangeland and pasture management plans for 23,000 acres of land. Management plans will include BMPs such as fencing, streambank shaping, plantings, water development, riparian area pastures, planned grazing systems, and proper grazing use. Development of plans will be completed in 6 months.

Products - range land and pasture management plans

Cost - \$20,000

Objective 2: Implement an information and education program on pasture and riparian area management for landowners in Wet Creek drainage. Publish project results for Statewide distribution.

Include applicable tasks in same format as shown for Objective 1. Number tasks in a continuous sequence. For example, under the previous Objective (1) there were two tasks identified. The next task identified under Objective 2 should be listed as Task 3 and followed sequentially.

- 3.4 Using the format furnished (Attached), provide a milestone table that lists outputs, quantities of each output, and responsible party(ies) for each task. Interim milestones need to be sufficiently frequent so that problems can be identified and corrected expeditiously. Milestones should be included for mid-year, annual, and final reports. Detailed milestones will be needed in the project implementation plan. Estimated costs for each task should be correlated with the project budget table, Section 6.0.
- 3.5 When appropriate, identify the necessary environmental permits (e.g., permits under CWA Section 404, Resource Conservation and Recovery Act) required to conduct the project. If a National Pollution Elimination System permit is needed, justify why the project is a NPS project.

4.0 COORDINATION PLAN

- 4.1 Identify each cooperating organization and include letters of support. Briefly explain why the lead project sponsor is the appropriate entity to coordinate and/or implement the project. Discuss the roles and responsibilities assumed by the cooperators and/or contractors in the project planning and implementation. Also State the mode of agreement by which cooperating organizations will interact (e.g., MOU, MOA, contract, or informal agreement).
- 4.2 Describe local support for the project. Some examples of local support are: Requests for the project from local landowners, conservation district, or county. Results from town meetings or favorable reactions to the proposed project.
- 4.3 The State is concerned that use of 319(h) funds is well coordinated with other pertinent programs. Provide verification that this project is not duplicative with those sponsored by other groups.
- 4.4 The State is concerned that Section 319 funding not be used to replicate efforts or assume other agencies responsibilities for activities being carried out in the project watershed. If similar activities are being undertaken in the watershed, they should complement each other and not unnecessarily replicate efforts. Project plans must address this issue.

5.0 EVALUATION AND MONITORING PLAN

- 5.1 Describe the monitoring strategy for the watershed, including tasks proposed to evaluate whether the project goals and objectives have been met. Results from the data analysis should be used to evaluate progress, determine if changes in project/monitoring design need to be considered, and assess the overall final project success.
- 5.2 Describe sampling and analysis design (e.g., up-stream/down-stream, paired watersheds, site trend, geomorphology or riparian measurements; whether sampling will be random, systematic, or stratified random). Then specify parameters to be measured. Locate on a map sampling sites in relationship to BMP applications and priority treatment areas. Describe surrogate monitoring methods if they are to be used in place of controlled sampling (e.g., photopoints, acres under treatment, rangeland erosion).

- 5.3 Reference EPA approved Quality Assurance Program Plan (QAPP) and identify any site specific amendments required for this project that are not covered by the QAPP.
- 5.4 Describe how and when the data will be managed and reported. Results from the data analysis should be used to evaluate progress, determine if changes in project/monitoring design need to be considered, and assess the overall final project success. Identify organization(s) responsible for project evaluation and specify how the resulting information from the data analysis will be shared and utilized for future projects.
- 5.5 Describe model used, if applicable.

6.0 INFORMATION AND EDUCATION

- 6.1 Describe the specific activities which will be performed to assure technology transfer, public education and information dissemination on the goals, and accomplishments achieved as a result of project implementation.

7.0 BUDGET

- 7:1 Present the project budget in the format provided (Attached). The budget needs to identify the annual and total costs for each Task described in the project narrative and milestone table. The budget table needs to indicate the amount and source of all federal and non-federal funds that will be used during each year of the project. The non-federal funding match should distinguish between cash and in-kind services.

The federal fiscal year (October 1-September 30) should be used to discuss and display budget information.

FORMAT FOR INFORMATION & EDUCATION PROJECT PROPOSALS

1.0 PROJECT PROPOSAL SUMMARY SHEET

A Project Proposal Summary page will precede each proposal. The format to be followed has been provided (Attached).

2.0 STATEMENT OF NEED

- 2.1 - Explain how this project is consistent with the project and water quality priorities that are specified in the State NPS Management Program document and why this project is needed to strengthen the State Nonpoint Source program.

The project proposal should describe the informational void that the project will fill. A needed project will not duplicate other efforts, instead it will enhance previous work by adapting existing materials to a targeted area, create new information/training, or the project may continue previous efforts such as a State NPS newsletter. The need statement should indicate why the approach being proposed is the best method to meet the need.

Proposals for on-the-ground demonstration projects need to provide information on the existing or potential water quality problems. Provide specific information on impairment of, or threats to, designated uses. A history of the problems needs to be included. The project area should be shown on a map.

- 2.2 Describe and justify the audience being addressed. Provide information about the targeting method, such as: age (e.g., elementary school, adult); location (e.g., statewide, watershed); association (e.g., private land owners, trade organizations); or current knowledge base (e.g., aware but needs details, needs new methods).

3.0 PROJECT DESCRIPTION

- 3.1 Describe the goal(s) for the project. Goals are broad statements linked to the project need and are achievable through measurable objectives. Goals may describe, for example; changes in public attitudes or awareness of NPS problems and solutions; BMPs to be demonstrated and why; new tools to be developed and for whom; and the benefits to be derived in terms of water quality.
- 3.2 List and provide a narrative description of each objective and associated task. Objectives specify in more detail what is to be accomplished to help meet the goal. Tasks are specific activities that include milestones, outputs, responsible parties, and costs.

Following is an example of the format to present goals, objectives, and tasks.

Goal: Implement an information and education program that will make the various publics aware of the relationship between water quality and riparian areas and the methods that can be used to treat problem sites.

- Objective 1: Contract with various State and Federal Agencies to provide Information and Education programs and materials to bring about public awareness.

Task 1. Contract with the NPS Task Force and Department of Natural Resources to develop a strategy document to guide the management of riparian areas throughout the State. The document will be completed in 6 months.

Products - Contract strategy document
Estimated Cost - \$2,000

Task 2. DNR will contract with the Conservation District to develop an Education and Information program and to educate local resource managers and the public about the benefits of riparian area improvement/management using the information and education program document. Development of the program and training will take approximately 21 months.

Products - Develop a riparian I&E program document.
Provide training consisting of
field tours and workshops.
Estimated Cost - \$20,000

In subsequent objectives, include applicable tasks in same format as shown for Objective 1. Number tasks in a continuous sequence. For example, under the previous Objective (1) there were two tasks identified. The next task identified under Objective 2 should be listed as Task 3 and followed sequentially.

- 3.3 Using the format furnished (Attached), provide a milestone table that lists outputs, quantities of each output, and responsible parties for each task. Interim milestones need to be sufficiently frequent so that problems can be identified and corrected expeditiously. Milestones should be included for mid-year, annual, and final reports. Detailed milestones will be needed in the project implementation plan. Estimated costs for each task should be correlated with the project budget table, Section 6.0.

4.0 COORDINATION PLAN

- 4.1 Identify each cooperating organization and include letters of support. Briefly explain why the lead project sponsor is the appropriate entity to coordinate and/or implement the project. Discuss the roles and responsibilities assumed by the cooperators and/or contractors in the project planning and implementation. Also State the mode of agreement by which cooperating organizations will interact (e.g., MOU, MOA, contract, or informal agreement).
- 4.2 Describe local support for the project. Some examples of local support are: Requests for the project from local landowners, conservation district, or county. Results from town meetings or favorable reactions to the proposed project
- 4.3 The State is concerned that use of 319(h) funds is well coordinated with other pertinent programs. Provide verification that this project is not duplicative with those sponsored by other groups.
- 4.4 Describe how the project will coordinate with pertinent, 319 and non-319 funded NPS education programs, watershed projects, demonstration sites, and training programs being conducted by other organizations. Examples of other agencies and programs that may be producing similar materials or conducting similar projects are: Information and Education efforts funded by the EPA Pollution Prevention and Environmental Education Programs; projects funded by Clean Water Act 104(b)(3) grants; Cooperative Extension Service; school districts; State water research centers; The Nature Conservancy; universities; and State natural resources or wildlife agencies.

- 4.5 The State is concerned that Section 319 funding not be used to duplicate efforts or assume other agencies' responsibilities. Show that planned outputs have not been produced elsewhere, or if they have, why adaptation/modification is necessary. indicate how the information derived from the project is transferable.

5.0 EVALUATION AND MONITORING PLAN

- 5.1 Describe the plans for evaluating how well the project goals, objectives, and tasks have been met. When appropriate, the plan should describe how changes in behavior as a result of the project will be evaluated. Include the different types of evaluation tools to be used, such as recording requests for NPS newspapers and videos, exit and follow-up surveys for training courses, and readers surveys. include the entity(ies) responsible for the evaluations. identify how the results from monitoring and evaluation will be used to assist in developing future projects.
- 5.2 For demonstration projects, a monitoring plan should be considered for determining project effectiveness (direct water quality and/or surrogate methods). Refer to the guidance for watershed projects for detailed guidance on monitoring.

6.0 BUDGET

- 6.1 Present the project budget in the format provided (Attached). The budget needs to identify the annual and total costs for each task described in the project narrative and milestone table. The budget table needs to show the amount and source of all federal and non-federal funds that will be used during each year of the project. Non-federal funding match should distinguish between cash and in-kind services.

For BMP demonstration projects, identify the planned BMPs, quantity of each BMP, and estimated cost for each BMP unit

The federal fiscal year (October i-September 30) should be used to discuss and display budget information.

FORMAT FOR GROUND WATER PROJECT PROPOSALS

1.0 PROJECT PROPOSAL SUMMARY SHEET

A Project Proposal Summary page will precede each proposal. The format to be followed has been provided (Attached).

2.0 STATEMENT OF NEED

- 2.1 Provide reference to water quality priority in NPS Assessment and NPS Management Plans. Groundwater demonstration projects (e.g., wellhead protection, abandoned well sealing) need to follow the guidance issued for Information and Education proposals and be submitted as Information and Education Projects. Appropriate activities to be funded for groundwater and pesticides pursuant to 319(i) are; research, planning, groundwater assessments, technical assistance, education and training to protect the quality of groundwater, and to prevent contamination of groundwater from nonpoint sources of pollution. Remediation, the removal of pollutants from previously contaminated groundwater, is not eligible for funding under Section 319.
- 2.2 Give the aquifer name and describe type, (e.g., alluvial or bedrock aquifer, confined/unconfined, elevation, depth to ground water, and describe the relationship of the aquifer to surface waters in the region). Provide general information on the aquifer region being studied, such as land ownership, land use, soils, and pertinent regional geology. Furnish the aquifer designated use classification and discuss to what extent the designated uses of the water resource are not being met.
- 2.3 Provide map(s) showing location and size of the aquifer, including land uses, land ownership, location of project, important water resources, and any unique situations that may be important to the project
- 2.4 Describe the existing or potential water quality problem(s) by listing the pollutant type(s), the contaminants of concern, historic ranges of concentrations (acute/chronic levels), areal extent of the contamination, sources, pathways, and timing of the pollution problem. Include relevant supplemental information. For example, on agricultural projects: crop types, irrigation systems, nutrient and pesticides used, application rates, and application schedule.

3.0 PROJECT DESCRIPTION

- 3.1 Describe the goal(s) for the project. Goals are broad statements linked to the project need and are achievable through measurable objectives. Goals may describe, for example, improved understanding of ground recharge zones.
- 3.2 List and provide a narrative description of each objective and associated task. Objectives specify in more detail what is to be accomplished to help meet the goal. Tasks are specific activities that include milestones, outputs, responsible parties, and costs.

Following is an example of the format to present goals, objectives, and tasks.

Goal: Assess the presence of nitrogen and pesticides in three priority shallow aquifers to provide information for the Pesticides in Ground Water State Management Plan.

Objective 1: Monitor ground water in the Platte, Sioux, and Bear aquifers.

Task 1. The Department of Natural Resources will contract with State University to establish the monitoring network. The contract will be issued within 2 months from the beginning date of the grant.

Products - Final contract
Cost \$2,000

Task 2. Contractor will identify 30 monitoring locations and acquire access agreements. Sites will be established within 6 months of the contract and access agreements finalized within 8 months.

Products - Areal photo base map identifying the monitoring well locations - 30 access agreements
Cost - \$5,000

Objective 2: Develop a long range plan to establish a permanent State wide monitoring network for the purposes of monitoring contaminants in ground water. This activity will take 16 months to complete.

Include applicable tasks in same format as shown for Objective 1. Number tasks in a continuous sequence. For example, under the previous Objective (1) there were two tasks identified. The next task identified under Objective 2 should be listed as Task 3 and followed sequentially.

3.3 Using the format furnished (Attached), provide a milestone table that lists outputs, quantities of each output, responsible party(ies) for each task. Interim milestones need to be sufficiently frequent so that problems can be identified and corrected expeditiously. Milestones should be included for mid-year, annual, and final reports. Detailed milestones will be needed in the project implementation plan. Estimated costs for each task should be correlated with the project budget table, Section 6.0.

4.0 COORDINATION PLAN

- 4.1 Identify each cooperating organization including the lead project sponsor. Briefly explain why the lead project sponsor is the appropriate entity to coordinate and/or carry out the project. Discuss the roles and responsibilities assumed by the cooperators and/or contractors in the project planning and implementation. Also State the mode of agreement by which cooperating organizations will interact (e.g., MOU, MOA, contract or informal agreement).
- 4.2 Describe local support for the project. Some examples of local support are: Requests for the project from local landowners, conservation district, or county. Results from town meetings or favorable reactions to the proposed project.
- 4.3 The State is concerned that use of 319(h) funds is well coordinated with other pertinent programs. Provide verification that this project is not duplicative with those sponsored by other groups. Other programs and agencies may have comparable responsibilities and linkages such as USGS monitoring, other ground water programs, drinking water programs, and projects conducted by water conservancy districts.

- 4.4 The State is concerned that Section 319 funding not be used to replicate efforts or assume other agencies' responsibilities for activities being carried out in the project watershed. If similar activities are being undertaken in the watershed, they should complement each other and not unnecessarily replicate efforts. Project plans must address this issue.

5.0 EVALUATION AND MONITORING PLAN

- 5.1 Describe the monitoring strategy for the project. The goals and objectives will be reflected in the sample design, sample analysis, data management and reporting. For example, if the project is intended to provide information on ground water quality related to public health, the goals, objectives, and tasks must specifically address issues related to health considerations. The sampling and analysis plans would then address specific parameters as they relate to acute and/or chronic toxicity levels, or maximum contaminant levels for public water supply.
- 5.2 Describe the sampling and analysis design (e.g., existing ground water wells, site trend, up-gradient/down-gradient wells, vadose sampling, nested wells for vertical stratification sampling, whether sampling is random, systematic, or stratified random) and specify parameters to be measured. On a map, locate sampling sites in relationship to suspected sources of contamination.
- 5.3 Reference the EPA approved Quality Assurance Program Plan (QAPP) and identify any site specific amendments required for this project that are not covered by the QAPP.
- 5.4 Describe how and when the data will be managed and reported. Results from the data analysis should be used to evaluate progress, determine if changes in project/monitoring design need to be considered, and assess the overall final project success. Identify organization(s) responsible for project evaluation and specify how the resulting information from the data analysis will be shared and utilized for future projects.
- 5.5 Describe model used, if applicable.

6.0 INFORMATION AND EDUCATION

- 6.1 Describe the specific activities which will be performed to assure technology transfer, public education and information dissemination on the goals, and accomplishments achieved as a result of project implementation.

7.0 BUDGET

- 7.1 Present the project budget in the format provided (Attached). The budget needs to identify the annual and total costs for each Task described in the project narrative and milestone table. The budget table needs to indicate the amount and source of all federal and non-federal funds that will be used during each year of the project. The non-federal funding match should distinguish between cash and in-kind services. The amount and source of other EPA (non-Section 319) funds should be provided in column (3). The federal fiscal year (October 1-September 30) should be used to discuss and display budget information.

FORMAT FOR ASSESSMENT PROPOSALS

New guidelines from the Environmental Protection Agency allow a State to utilize up to 20% of its allocation for surface water assessments (groundwater assessments have always been allowable and will continue to be fundable). Locally sponsored surface water assessments should be targeted at identifying problems and potential solutions to nonpoint sources in a watershed.

1.0 PROJECT PROPOSAL SUMMARY SHEET

A Project Proposal Summary page will precede each proposal.
The format to be followed has been provided (Attached).

2.0 STATEMENT OF NEED

- 2.1 Describe the need for the project, the potential water quality problem(s), and the potential NPS pollutant types. List the stream water quality classification. Provide reference to the water quality priority as specified in the NPS Assessment Report and NPS Management Plan.
- 2.2 Give waterbody name(s) and describe as a stream, lake, or reservoir. Provide other descriptive information that might be useful regarding the water resource to judge the value of the project. Examples are: flow regime; geomorphic stream classification; physical condition of the stream; lake size, trophic status. In addition, describe aquatic habitat health. There should be at least one paragraph describing available baseline information with an indication of accuracy, precision, and value of existing data.
- 2.3 Provide map(s) showing the size of watershed and the location of the project. Include land uses, land ownership, and important water resources (including springs and major wetlands). Include information on locations of present, past, and future water sampling stations and permitted point sources.
- 2.4 Provide general information on the watershed such as topography, elevation, land ownership, land use, precipitation (with seasonal distribution), other climatic information, soils, geology, erosion rates, aquifer vulnerability, wellhead protection area, vegetation conditions, and man-made features.
Include information that is relevant to the type of watershed water quality problem. For example;

Agricultural Projects: crop types, irrigation systems, types of enterprises (cow-calf, horse, sheep), management systems, Animal Unit Months (AUMs), range condition, and trends.
Silvicultural Projects: miles of temporary and permanent roads within 100 feet of perennial drainage, acreage of timber sales within 100 feet of perennial drainage, elevation and aspect of cuts.
Urban Projects: type of urban development, acreage of various land uses such as parks, housing, industrial areas.
Mining Projects: volume, locations, and chemistry of tailings and adit discharges, and groundwater-surface water relationships.

3.0 PROJECT DESCRIPTION

- 3.1 Describe the goal(s) for the project. Goals are broad statements linked to the project need and are achievable through measurable objectives. Goals may describe for example; the benefits to be derived in terms of water quality, aquatic habitat, and stream stability; and changes in public attitudes or awareness of NPS problems and solutions.

- 3.2 List and provide a narrative description of each objective and associated tasks. Objectives specify in more detail what is to be accomplished to help meet the goal. Each objective should have at least one associated task to be performed to accomplish the objective. Tasks are specific activities that include milestones, outputs, responsible parties, and costs.
- 3.3 Using the format furnished (Attached), provide a milestone table that lists outputs, quantities of each output, and responsible party(ies) for each task. Interim milestones need to be sufficiently frequent so that problems can be identified and corrected expeditiously. Milestones should be included for mid-year, annual, and final reports. Detailed milestones will be needed in the project implementation plan. Estimated costs for each task should be correlated with the project budget table, Section 6.0.

4.0 COORDINATION PLAN

- 4.1 Identify each cooperating organization and include letters of support. Briefly explain why the lead project sponsor is the appropriate entity to coordinate and/or implement the project. Discuss the roles and responsibilities assumed by the cooperators and/or contractors in the project planning and implementation. Also State the mode of agreement by which cooperating organizations will interact (e.g., MOU, MOA, contract, or informal agreement).
- 4.2 Describe local support for the project Some examples of local support are: Requests for the project from local landowners, conservation district, or county. Results from town meetings or favorable reactions to the proposed project

5.0 ASSESSMENT PLAN

- 5.1 Describe sampling and analysis design (e.g., up-stream/down-stream, paired watersheds, site trend, geomorphology or riparian measurements; whether sampling will be random, systematic, or stratified random). Then specify parameters to be measured. Locate on a map sampling sites in relationship to BMP applications and priority treatment areas. Describe surrogate monitoring methods if they are to be used in place of controlled sampling (e.g., photopoints, acres under treatment, range land erosion).
- 5.2 Describe how and when the data will be managed and reported. Results from the data analysis should be used to evaluate progress, determine if changes in project/assessment design need to be considered, and assess the overall final project success. Identify organization(s) responsible for project evaluation and specify how the resulting information from the data analysis will be shared and utilized for future projects.

6.0 BUDGET

- 6.1 Present the project budget in the format provided (Attached). The budget needs to identify the annual and total costs for each Task described in the project narrative and milestone table. The budget table needs to indicate the amount and source of all federal and non-federal funds that will be used during each year of the project. The non-federal funding match should distinguish between cash and in-kind services.

PROJECT SUMMARY SHEET

PROJECT TITLE NAME_____

NAME AND ADDRESS OF LEAD PROJECT SPONSOR

_____SPONSOR CONTACT PERSON_____ TITLE
PHONE_____ FAX_____

STATE_____ WATERSHED_____

PROJECT TYPES: __ ASSESSMENT __ WATERSHED __ GROUNDWATER __ I&E

WATERBODY TYPES

NPS CATEGORY

<input type="checkbox"/> Groundwater	<input type="checkbox"/> Agriculture
<input type="checkbox"/> Lakes/Reservoirs	<input type="checkbox"/> Urban Runoff
<input type="checkbox"/> Rivers	<input type="checkbox"/> Silviculture
<input type="checkbox"/> Streams	<input type="checkbox"/> Construction
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Resource Extraction
<input type="checkbox"/> Other	<input type="checkbox"/> Stowage and Land Disposal
	<input type="checkbox"/> Hydrologic Modification
	<input type="checkbox"/> Other

PROJECT LATITUDE__ MIN__ LONGITUDE__ MIN__

SUMMARIZATION OF MAJOR GOALS_____

PROJECT DESCRIPTION:_____

Fy_____319 funds requested \$_____

Match \$_____

Other Federal Funds \$_____

Total project cost \$_____

MILESTONE TABLE FOR _____

TASK/RESPONSIBLE ORGANIZATIONS	OUTPUT	Q T Y	YEAR 1						YEAR 2						YEAR 3					
			O/ N	D/ J	F/ M	A/ M	J/ J	A/ S	O/ N	D/ J	F/ M	A/ M	J/ J	A/ S	O/ N	D/ J	F/ M	A/ M	J/ J	A/ S
OBJECTIVE NO.																				
OBJECTIVE NO.																				
OBJECTIVE NO.																				

If milestone dates are not definitive at this point, clarify in the Project Implementation Plan (PIP)

PROJECT TITLE:

TASK 1

Description: Administrative Costs (not to exceed 10% of total)

Project: Reports. accounting of funds. etc.

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 2

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 3

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 4

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 5

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 6

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 7

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 8

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 9

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 10

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 11

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

TASK 12

Description:

Project:

Inclusive Dates:

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Total	Other Federal Support
Personnel					
Fringe					
Travel					
Equipment					
Supplies					
Contractual					
Construction					
Other					
Indirect					
Total					

PROGARAM TATALS

	319 Funds	Non Federal Cash Match	Non Federal In-Kind Match	Other Federal Total Support
Personnel				
Fringe				
Travel				
Equipment				
Supplies				
Contractual				
Construction				
Other				
Indirect				
Total				

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